

## Wait List Process



### Placing a Child on a Wait List

- MDT determines that a provider is NOT available to meet the child's identified needs, and places the child on a Therapy Wait List. (Wait List can be used for Primary Service Provider or Co-visitor)
- MDT discusses all potential options to address the wait list and provides available recommendations to the parent. If the parent wishes to go to an outside provider in the interim, SC staffs the case with their supervisor to determine how funding will be handled. In some instances, ITP may pay for the outside therapy services.
- SC notifies the parent and sets up a meeting.
- SC completes IFSP/Addendum with service entered as:
  - Agency: Region \_\_\_, Undetermined
  - Therapist: Region \_\_\_, Undetermined
  - Project out Start date as per our standards (30 days)
- The parent signature date on the IFSP/Addendum is the date that starts the Wait List tracking.

#### Talking Points for Service Coordinators

- Your child's Multi-Disciplinary Team (MDT) has decided that \_\_\_\_\_ would be the best fit to meet the needs of your child and priorities of your family. Unfortunately, our Team does not have a provider available at this time.
- The Team discussed all potential options for your family, and determined that the following options are currently available: (only discuss the feasible options)
  - You can explore other private providers in the area (provide the parent a list of available private providers). We can help you set up services with a different provider until a provider becomes available through ITP.
  - A Secondary Service Provider (i.e. Developmental Specialist in the absence of a specialized service provider) can be used to get things started.
  - We can provide you Service Coordination (SC) while waiting for the service to start. The SC can contact you monthly to update you on the wait list status, provide information and resources, and bring any particular concerns you may have to the team for discussion.
- When the Service Provider becomes available, the SC will contact you and services will be arranged to start as soon as possible. The Service Provider will also contact you to schedule a home visit.
- Your child will be taken off the wait list, and any interim service arrangements that are set up with an outside provider will be discontinued at this time.

- SC contacts the team lead with parent signature date and other data to be added on the Wait List
- Team Lead updates the Wait List
- SC updates ITP KIDS with NEW service as:
  - Service Agency: Reg \_\_\_ Undetermined
  - Service Provider: Reg \_\_\_ Undetermined
  - Setting: Home

#### Info needed for placing the child on the Wait List

Service Coordinator:     Date:

Child's Name:     DOB:

City:

Service Waiting:

Parent Signature Date on SP/Addendum

Created: 2/9/15